



Richard D. Sletten, Clerk

## UNITED STATES DISTRICT COURT District of Minnesota

202 U.S. Courthouse  
300 South Fourth Street  
Minneapolis, MN 55415  
(612) 664-5000

700 Federal Building  
316 North Robert Street  
St Paul, MN 55101  
(651) 848-1100

417 Federal Building  
515 West. First Street  
Duluth, MN 55802  
(218) 529-3500

## **ARE YOU READY? Electronic Case Filing (ECF) IS COMING SOON!**

The District of Minnesota is implementing a new electronic case management system for civil and criminal cases. This project will change the way the court conducts business and enable attorneys to file documents with the court via the Internet. At this time, we cannot accept anymore authorizations to convert to e-mail noticing.

### **Court Goes Live on Case Management (CM) System**

On **February 17, 2004**, the court will convert its existing database of both open and closed cases to the new case management system. Attorneys who are not already signed up for e-mail noticing will receive service of orders and judgments by U.S. Mail, as required by the Federal Rules.

Attorneys may sign-up for e-mail noticing starting February 17<sup>th</sup>, by logging into CM/ECF. Please refer to the "Changing/Updating Your Email Notification Preference" section (starting at step 9) in the instructions on the following pages.

If you have not received your login and password yet, please call the CM/ECF Helpdesk at 1-866-325-4975. We are happy to email your login and password to you!

If you do not have a PACER (Public Access to Court Electronic Records) account, you need to obtain one now. PACER accounts will be necessary for viewing court documents on and after February 17, 2004. Register for a PACER account by calling 1-800-676-6856 or visit their web site at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).

## Instructions on Maintaining Your CM/ECF Account

1. Go to the <https://ecf.mnd.uscourts.gov> website.
2. Use your login and password to log into the ECF system.
3. Click on the **Utilities** menu choice at the top of the main window.
4. Click on the **Maintain Your Account** hyperlink to get to the following screen:

## Changing Your Password

5. Click on the **More User Information** button to change your password. The information is only entered once, so be sure to enter it carefully. Click on the **Return to Account Screen**. If you are done making changes to your account, click on the **Submit** button to save all the changes made in the account maintenance screens, otherwise, continue to the next step to make additional changes. (Note: If you click Submit, you will get a second screen with another Submit button, please press **Submit** again.)

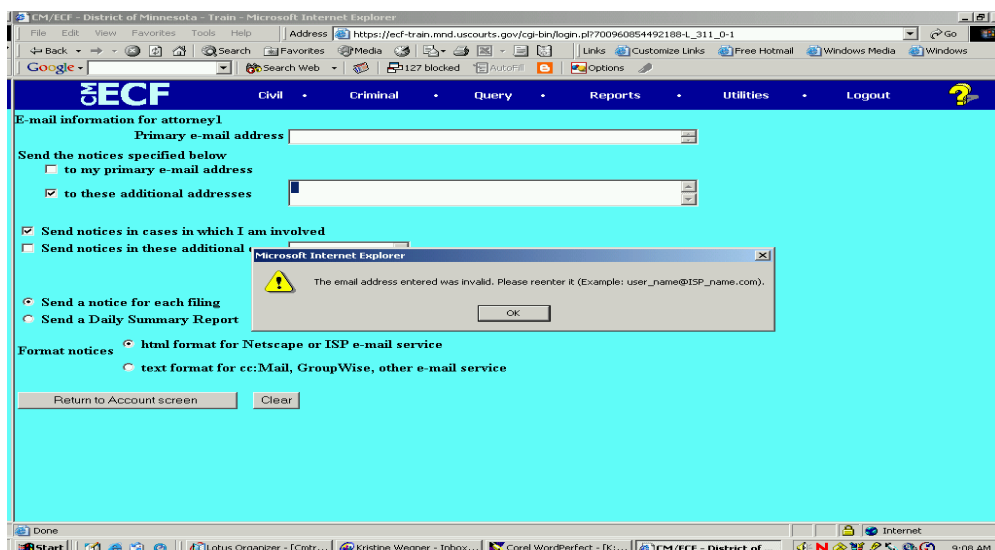
## Changing/Updating Your E-mail Addresses

6. Click on the **E-mail Information** button at the bottom of the window to change/update the e-mail addresses to receive the e-mail notifications.
7. The **primary e-mail address** receives a “free peek” hyperlink and is typically the attorney’s direct email.
8. **Send the Notices Specified Below**
  - a. **To my primary email address** - make sure there is a check mark in this box, otherwise, no notices will go to that address.
  - b. **To these additional addresses** - to have “free peek” e-notices for your cases go to additional e-mail addresses, put a check mark in this box, then add up to **two** additional e-mail addresses in the text box provided. The first one of these two who clicks the hyperlink will get a “free peek”. This field sometimes adds an extra space before the name even if you did not add it. (NOTE: These additional addresses will receive exactly what the primary address receives, and the following settings will apply to all email addresses.)

## Changing/Updating Your E-mail Notification Preference

9. **Send Notices in Cases in which I am involved** - the system defaults to this option and this box should remain checked. If you remove the check in the box, no notices will be sent to any of the email addresses.
10. **Send Notices in these additional cases** - you can also receive e-notices of filings in cases in which you are NOT involved. If you would like to receive notices for additional cases put a check in the box and list the case numbers in the text box provided. Notices of filings in the cases you listed in this box will go to all the email addresses in your account. These notices will NOT provide a free peak, you will be prompted for your **PACER** login and password and you will be charged \$0.07 per page for viewing the documents, so be sure you have a PACER account.
11. **Send a notice for each filing** - The default option for receiving e-mail notifications is by receiving them individually, which means that each time something is filed in a case in which you are involved, your three email addresses will receive an email; OR
12. **Send a daily summary report** - If you would prefer to receive just one notice a day that summarizes everything filed in your cases that day, click on the radial button for this option. This daily email will provide all the active hyperlinks to the documents filed that day in cases in which you are involved. (NOTE: All three email addresses will receive notices based on the settings you select on this screen.)
13. Click on the **Return to Account Screen** when you are finished.

**Tip:** If you receive the following error message:



Click  
delet  
blank space in the **additional addresses** window.

on **OK** and  
e the extra

14. Click on the **Return to Account Screen** again.
15. To save all the changes, click on the **Submit** button at the bottom of the “Maintain User Account Screen. On the next screen, click the **Submit** button. Once your account is finished updating, you will get a summary screen.